

# Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP

HACCP stands for Hazard Analysis and Critical Control Points. HACCP is a preventive food safety program designed to control food safety hazards during the entire flow of food through a food service operation, from receiving to serving. School food service authorities are required to begin implementation in July 2005. A plan should be implemented by the end of the 2005/2006 school year.

Utilize the “USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles” in implementing the steps outlined below.

## **Food Service Director/Manager:**

- 1) ServSafe\* (8 hour food certification course)
- 2) Attend School HACCP Training Fall 2005 or Spring 2006

## **These areas will be covered in the School HACCP training course:**

Identify and document in writing all recipes and menu items according to the process approach to HACCP

1. Process #1-No Cook
2. Process #2-Same Day Service
3. Process #3- Complex Preparation

Develop and implement Standard Operating Procedures (SOP's) that include:  
control measures and critical limits  
monitoring procedures  
corrective actions

Establish Record Keeping Plan

Review and revise your overall food safety program continually until in place and then at least annually

## **Steps for implementing HACCP—you can start NOW!**

Standardize all recipes

## **All food service staff:**

ServSafe\*(4 hour food safety education class)

## **References & Resources:**

OPI	<a href="http://www.opi.mt.gov">www.opi.mt.gov</a>
FDA Food Code	<a href="http://www.cfsan.fda.gov/~dms/fc01-sup.html">http://www.cfsan.fda.gov/~dms/fc01-sup.html</a>
USDA Temp Rules	<a href="http://www.fsis.usda.gov/thermv">www.fsis.usda.gov/thermv</a>
NFSMI	<a href="http://www.nfsmi.org">www.nfsmi.org</a>
USDA Recipes	<a href="http://www.nfsmi.org/Information/school_recipe_index_alpha.html">http://www.nfsmi.org/Information/school_recipe_index_alpha.html</a>

**Sanitation Inspections:** Regulations require 2 inspections per year. Request for Inspections and Self Review documentation forms can be found on the OPI website.

For more information contact MT Team Nutrition Program or School Nutrition Programs at 406-994-5641 or 406-444-2501.

ServSafe is the National Restaurant Association's food safety education program. Check with your local county MSU Extension Agent or Sanitarian for classes offered in your area. Food Services of America (800-829-4045; Mike Callaghan) and Sysco (800-755-3673; Drew Alpers) also offer the 8 hour classes across the state. See the attached lists of ServSafe classes that are being offered in 2006.